

Notice of Appearance and Request for Notice

For Attorneys

This module will provide you with step-by-step instructions on how to file a **Notice of Appearance and Request for Notice**. Once the notice has been filed, you will be shown how to query for creditors that are involved in a bankruptcy case.

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The BANKRUPTCY EVENTS screen is displayed. (See Figure 2.)

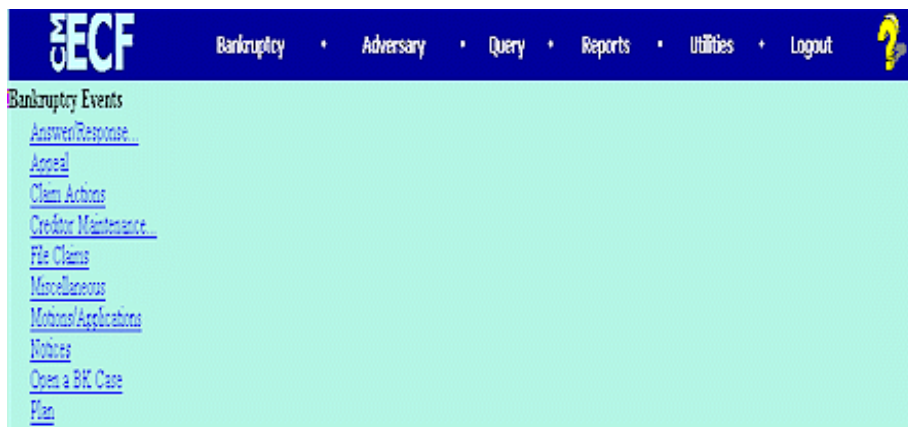


Figure 2

- ◆ Click on the Miscellaneous hyperlink.

STEP 3 The CASE NUMBER screen is displayed. (See Figure 3.)



Figure 3

NOTE: If you have already accessed a case in this session, the number of the last case accessed will be displayed. Leave this number if it is the correct case for this application, or enter the correct case number (YY-NNNNN), to include the hyphen.

◆ Click on the **[Next]** button to continue.

STEP 4 The EVENT SELECTION screen is displayed (See Figure 4.)

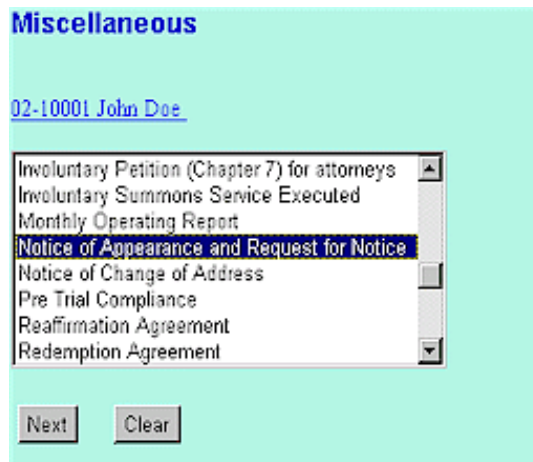


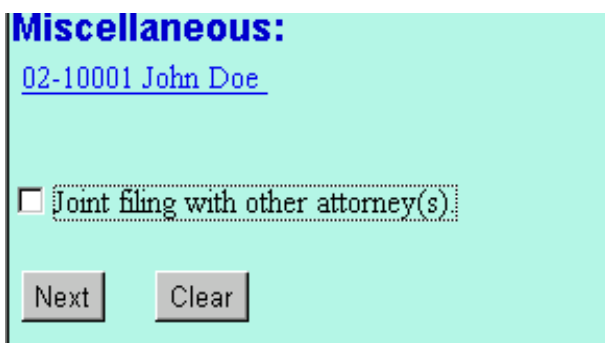
Figure 4

◆ Scroll to display the **Notice of Appearance and Request for Notice** event.

NOTE: Typing the letter “n” will display the first event starting with that letter.

- ◆ Click to highlight, then click on the **[Next]** button to continue.

STEP 5 If not filing with another attorney, just click **[Next]**. If filing jointly, click in the check-box provided, then click on the **[Next]**. (See Figure 5.)

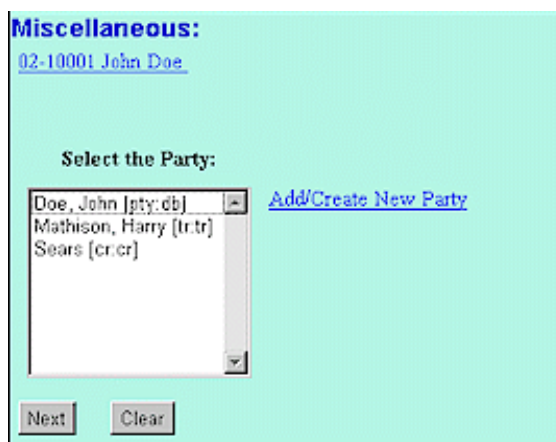


The screenshot shows a web form titled "Miscellaneous:" in blue. Below the title is the case number "02-10001 John Doe" in blue. There is a checkbox labeled "Joint filing with other attorney(s)". At the bottom are two buttons: "Next" and "Clear".

Figure 5

NOTE: If filing jointly, you will be provided with a screen listing the attorney(s) on the case.

STEP 6 The PARTY SELECTION screen in this example does not include our filer, American Express. (See Figure 6a.)



The screenshot shows a web form titled "Miscellaneous:" in blue. Below the title is the case number "02-10001 John Doe" in blue. There is a section titled "Select the Party:" with a dropdown menu. The dropdown menu has three options: "Doe, John [pty:db]", "Mathison, Harry [tr:tr]", and "Sears [cr:cr]". To the right of the dropdown menu is a hyperlink "Add/Create New Party". At the bottom are two buttons: "Next" and "Clear".

Figure 6a

- ◆ Click on the **[Add/Create New Party]** hyperlink to add the creditor.

- ◆ Enter the creditor's name in the Last name field and click on the **[Search]** button to continue. (See Figure 6b.)



The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the 'ECF' logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a light blue search area titled 'Search for a party'. It contains input fields for 'SSN' and 'Tax Id', and a larger 'Last/Business name' field which contains the text 'American Express'. At the bottom of the search area are two buttons: 'Search' and 'Clear'.

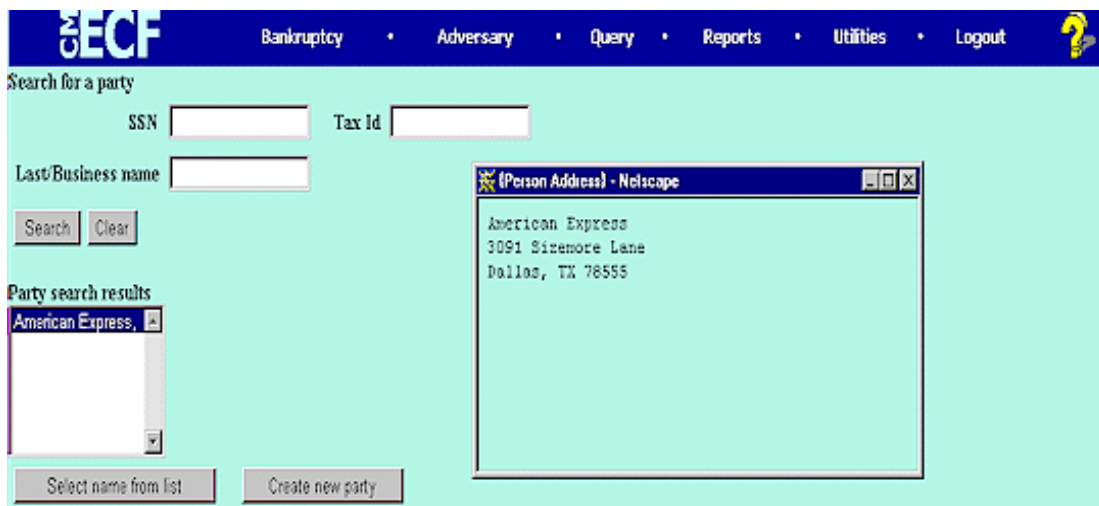
Figure 6b

- ◆ The PARTY SEARCH RESULTS screen is displayed. (See Figure 6c.)

NOTE: Your name search may find more than one record having the same name as shown in **Figure 6c**. Clicking on each of the names will display a window showing the party's address information for verification.

If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) click on the **[Create new party]** button to add a new person record with this address.

- ◆ If the creditor was found, click on the **[Select name from list]** button to continue. (See Figure 6c.)



The screenshot shows the CM/ECF web interface with search results. The 'Search for a party' form is still visible at the top. Below it, the 'Party search results' section shows a list with 'American Express' selected. At the bottom of the search area are two buttons: 'Select name from list' and 'Create new party'. On the right side of the screen, a separate window titled '(Person Address) - Netscape' is open, displaying the address: 'American Express', '3091 Sizemore Lane', 'Dallas, TX 78555'.

Figure 6c

- ◆ The PARTY INFORMATION screen will appear. Ensure that there is no address information for the creditor you are adding to the case, change the **Role** to **Creditor**, and then click on the **[Submit]** button to continue. (See Figure 6d.)

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Party Information
American Express SSN: Unknown

Office Address 1
Address 2 Address 3
City State Zip
County Country
Phone Fax
E-mail
ProSe Role
Party text

Figure 6d

- ◆ You can now choose your creditor from this screen, then click on the **[Next]** button to continue. (See Figure 6e.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Miscellaneous:
[02-10001 John Doe](#)

Select the Party:
 [Add/Create New Party](#)
Doe, John (pty.do)
Madison, Harry (pro)
Sears (pro)

Figure 6e

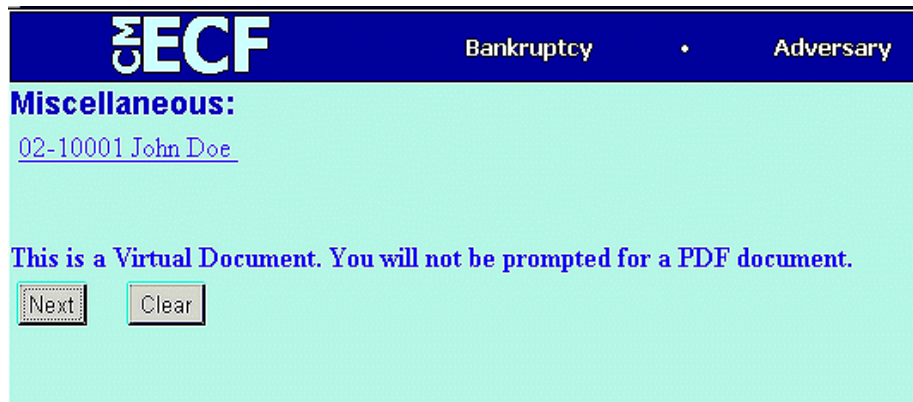
- ◆ Create the Attorney/Party association by clicking in the check-box provided on the ATTORNEY/PARTY ASSOCIATION screen. (See Figure 6f.)



The screenshot shows the ECF web interface. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is titled "Miscellaneous:" and displays the case number "03-10001 John Doe". Below this, a message states: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case." A single association is listed: "American Express, (c/r) represented by Attorney, Joe (dty)", with a checked checkbox to its left. At the bottom of the form are "Next" and "Clear" buttons.

Figure 6f

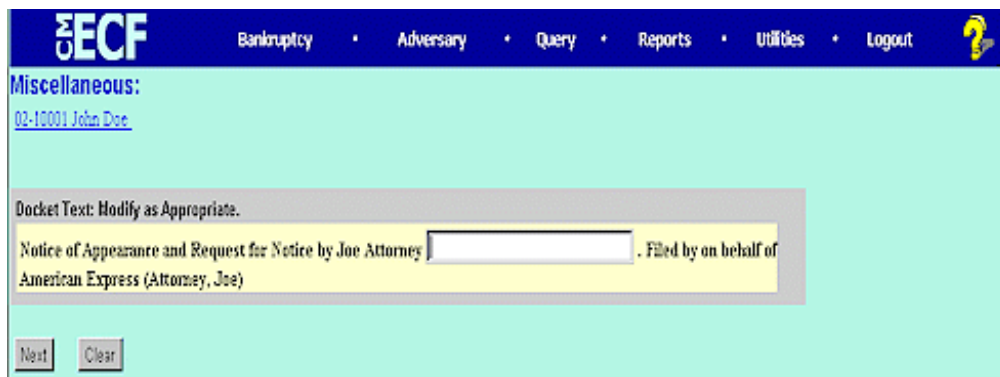
- STEP 7** A screen indicating that this is a virtual event, and no PDF is required will be displayed. You will not need to prepare a PDF document for the Notice of Appearance; entering the entry for this event to the official court docket by following these steps will enter your appearance in the case. (See Figure 7a.)



The screenshot shows the ECF web interface. The top navigation bar includes links for Bankruptcy and Adversary. The main content area is titled "Miscellaneous:" and displays the case number "02-10001 John Doe". Below this, a message states: "This is a Virtual Document. You will not be prompted for a PDF document." At the bottom of the form are "Next" and "Clear" buttons.

Figure 7a

- STEP 8** The FINAL TEXT EDITING screen will be displayed.
(See Figure 8.)



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Miscellaneous:
[02-10001 John Doe](#)

Docket Text: Modify as Appropriate.

Notice of Appearance and Request for Notice by Joe Attorney . Filed by on behalf of American Express (Attorney, Joe)

Next Clear

Figure 8

- ◆ If the information displayed is correct, click **[Next]** to continue.

- STEP 9** The FINAL DOCKET TEXT screen will be displayed.
(See Figure 9.)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Miscellaneous:
[02-10001 John Doe](#)

Docket Text: Final Text

Notice of Appearance and Request for Notice by Joe Attorney. Filed by on behalf of American Express (Attorney, Joe)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

Figure 9

- ◆ Click **[Next]** to continue.

STEP 10 The **NOTICE OF ELECTRONIC FILING** screen is displayed.
(See Figure 10a.)

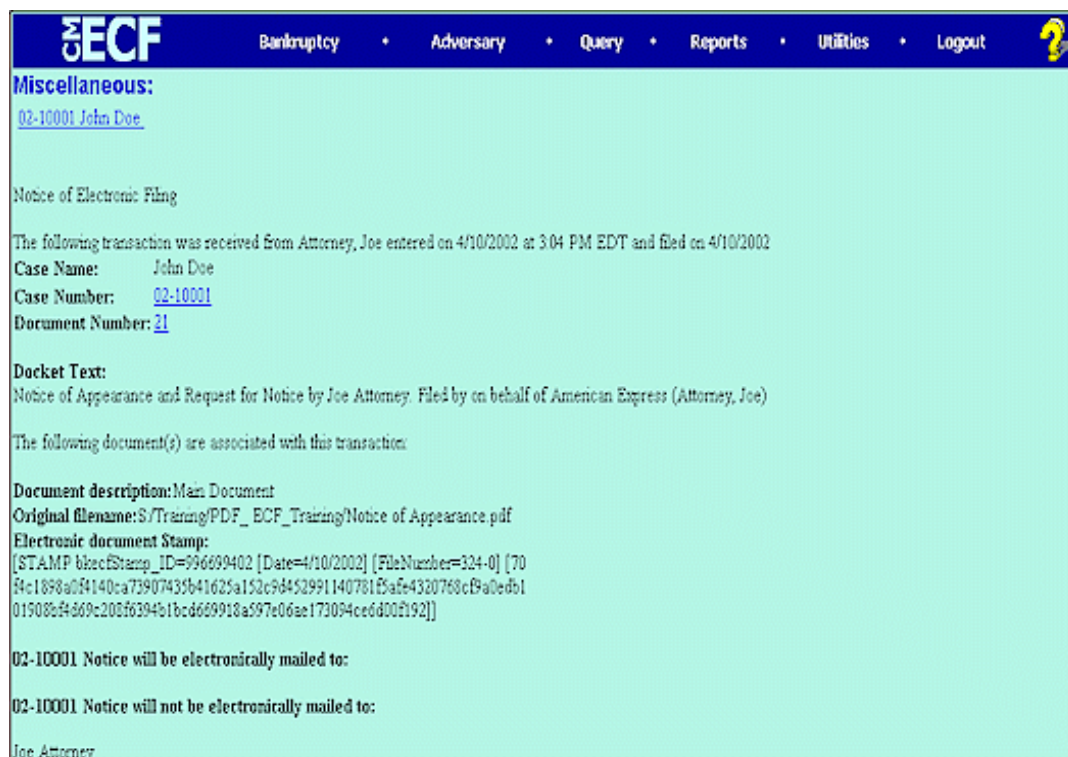


Figure 10a

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- ◆ Clicking on the document number hyperlink will display the PDF image of the document just filed.
- ◆ To print a copy of this electronic receipt click the browser **[Print]** icon.
- ◆ To save a copy of this electronic receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

Features of the CM/ECF Notice of Electronic Filing:

- ◆ Hyperlink to docket sheet
- ◆ Date and time stamp information
- ◆ Case title
- ◆ Docket text
 - Text produced from docket event
 - Annotated text in italics
 - Attachment type, description and attachment number, which is a hyperlink to the PDF file of the attached document.
- ◆ **Associated PDF documents:**
 - Document description: Defaults to the Main Document being filed.
 - Original filename: The full directory path and filename from firm or court's PC or network.
 - Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption.
 - Document description: The first document entered on the attachment screen (if any).
- ◆ **Notice will be electronically mailed to:**

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
- ◆ **Notice will not be electronically mailed to:**

Name and traditional mailing address of other parties on the case who have not furnished their e-mail address with the court.
- NOTE:** Subscribers to electronic noticing will be given "one free look" at the document that was filed. This message will appear on each notice:

****NOTE TO PUBLIC ACCESS USERS****

You may view the filed documents once without charge.
To avoid later charges, download a copy of each document during this first viewing.

Queries and Reports Menus

- ◆ Attorneys, trustees, and other external CM/ECF users will have access to the Notice of Electronic Filing when it is first generated. To obtain a duplicate copy, a docket report can be generated with an option to include the Notices of Electronic Filing.

However, subsequent access to any Query or Report programs for attorneys and trustees **must** go through the PACER system.

- ◆ When an attorney or trustee filer selects a menu option from Reports, Query or the Claims Register, they must access it through the Public Access to Electronic Records (PACER) program

Users must already be registered with the PACER system to have a login and password. Note the information on the screen below.
(See Figure 10b.)

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PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6836 or (210) 301-6440.

An access fee of \$07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Login Reset

Figure 10b

Query a Creditor:

- STEP 11** Click the Query hyperlink on the CM/ECF Main Menu. (See Figure 11.)

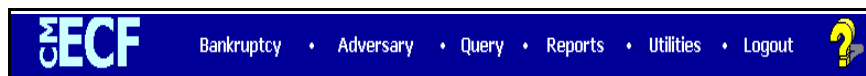


Figure 11

- STEP 12** The QUERY screen is displayed. (See Figure 12.)

The 'Query' screen has a light blue header with the 'ECF' logo and the same navigation menu as Figure 11. Below the header, the word 'Query' is displayed in a larger font. The main content area is a white box with a yellow background. It contains a 'Search Clues' section with several input fields: 'Case Number' (with '12-10001' entered and an example '99-80013'), 'Last Name' (with an example 'Desoto, Des*'), 'First Name', 'Middle Name', 'SSN', 'Tax ID', and a 'Type' dropdown menu. At the bottom of this section are two buttons: 'Run Query' and 'Clear'.

Figure 12

NOTE: If you have already accessed a case in this session, the number of the last case accessed will be displayed. Leave this number if it is the correct case for this application, or enter the correct case number (YY-NNNNN), to include the hyphen.

- ◆ Enter the case number in YY-NNNNN format.
- ◆ Click on the **[Run Query]** button to continue.

- STEP 13** The QUERY SELECTION screen is displayed allowing you to select the type of query to be performed on a case. Case summary information is also available on this screen.
(See Figure 13.)



Figure 13

- ◆ Click on the Creditors... hyperlink.

- STEP 14** The CREDITOR SELECTION screen is displayed.
(See Figure 14.)

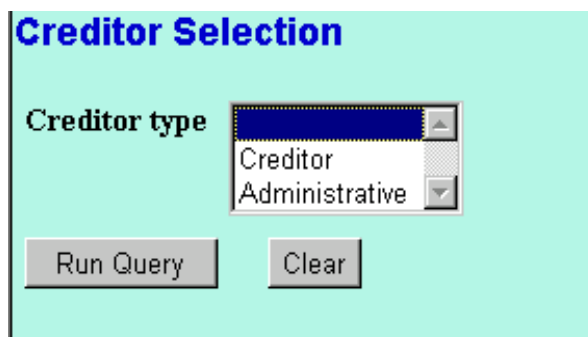


Figure 14

- ◆ Click on the **[Run Query]** button to continue.

- STEP 15** The CREDITORS QUERY RESULTS screen is displayed with a list of all the creditors on the case having the type that was selected on the previous screen. **(See Figure 15a.)**

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02-10001 John Doe
Case type: bk Chapter: 7 Asset: No Vol: v Judge: J. L. Cooper
Date filed: 03/07/2002 Date of last filing: 04/10/2002

Creditors

American Express
c/o Joe Attorney (cc)
601 West Broadway
Louisville, Ky 40202

Figure 15a

NOTE: A Transaction Receipt will also appear displaying the number of billable pages that were printed with the query .

PACER Service Center			
Transaction Receipt			
10/22/2001 13:52:30			
PACER Login:	ao0055	Client Code:	
Description:	Creditor List	Case Number:	01-23236
Billable Pages:	1	Cost:	0.07

Figure 15b

NOTE: When filing a claim, one must first search this creditor database for the claimant. That search is type specific, unlike the creditor search in Query. Users may need to make more than one search before finding the creditor.

Creditor lists can also be found under:

Utilities – Mailings – **Mailing Info for a Case**

